CURRICULUM VITAE GUIDELINES

The School of Medicine requires that the bibliography be categorized and numbered (in chronological order within categories)

NAME

CURRICULUM VITAE (outline)

1. **Do not attempt to fill-out this sheet; use it as a guideline only. NOTE: This format is established to parallel UCLA Academic data summary criteria.**
2. **Be sure to include years: (from - to; leave open ended if current).**
3. **Publication must be sorted into properly indicated subdivisions.**
4. **Categories for which you have no applicable data should not be included.**

PERSONAL HISTORY:

        Business address; business telephone

EDUCATION:

        B.A.; M.D. Internship; Residency; postdoctoral training; (provide University name and year received)

        Fellowship; (provide University & Hospital attended and year received)

LICENSURE:

        State, Certificate Number, Date

BOARD CERTIFICATION:

PROFESSIONAL EXPERIENCE:

        Present Position;

        Previous Positions held (list title, organization, dates)

PROFESSIONAL ACTIVITIES:

Committee Service; Community Service (March of Dimes, Heart Assoc. etc); Professional Associations and Scholarly Societies; Editorial Services; Consulting Activities.

Note should be made of leadership positions and other professional and community organizations and of service as a reviewer for or advisor or consultant to governmental or charitable agencies, foundations, with inclusive dates.

HONORS AND SPECIAL AWARDS:

RESEARCH GRANTS AND FELLOWSHIPS RECEIVED:

(List source, purpose , amount, dates, and indicate if principal or co-principal investigator)

LECTURES AND PRESENTATIONS:

(List title, organization, city, date)

Please begin on separate page

PUBLICATION/BIBLIOGRAPHY:

NOTE: To ensure appropriate evaluation of research and creative scholarly works adherence to established subdivision is essential. Manuscripts submitted and in-preparation are to be listed separately. Please prepare on separate sheet of paper in following format. PLEASE LIST ALL CATEGORIES. *If you do not have any in a specific category, please list the category with "none" next to it.*

Candidate's name in the author list for each reference should be in bold letters. For peer-reviewed research papers, if the candidate is not the first- or senior author but played a key role in the research and in the development of the paper, that role should be explained in a sentence or two following the reference. If the first-author was a trainee supervised by the candidate and the candidate is not the senior author, that fact should be mentioned in a comment following the reference.

RESEARCH PAPERS

RESEARCH PAPERS (PEER REVIEWED)

A. RESEARCH PAPERS - PEER REVIEWED
1. First peer-reviewed research paper

2.

3. Most recent peer-reviewed research paper

B. RESEARCH PAPERS - PEER REVIEWED (IN PRESS)
1. First peer-reviewed research paper in press

2.

3. Most recent peer-reviewed research paper in press

C. RESEARCH PAPERS - PEER REVIEWED (SUBMITTED)

1. First submitted peer -reviewed research paper

2.

3. Most recent submitted peer-reviewed research paper

RESEARCH PAPERS (NON-PEER REVIEWED)

D. RESEARCH PAPERS - NON-PEER REVIEWED
1. First non-peer reviewed research paper

2.

3. Most recent non-peer reviewed research paper

E. RESEARCH PAPERS - NON-PEER REVIEWED (IN PRESS)

1. First non-peer reviewed research paper in press

2.

3. Most recent non-peer reviewed research paper (in press)

F. RESEARCH PAPERS - NON-PEER REVIEWED (SUBMITTED)
1. First submitted non-peer reviewed research paper

2.

3. Most recent submitted non-peer reviewed research paper

CHAPTERS

1.

2.

CHAPTERS (IN PRESS)
3.

4.

LETTERS TO THE EDITOR

1.

2.

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REVIEWS
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EDITORIALS
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　　　　　　　　2.

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PAPERS IN PREPARATION (RESEARCH COMPLETED)
　　　　　　　　1.

　　　　　　　　2.

　　　　　　　　3.

ABSTRACTS
　　　　　　　　1.

　　　　　　　　2.

　　　　　　　　3.

UCLA requires that your bibliography be set up in this manner to assist the reviewers and to avoid having more than one reprint with number 2, etc. Failure to set your bibliography up in this manner will delay your dossier. Please remember to list all categories, even if these do not apply.

If you have additional categories to add (e.g. CD-ROM's, etc.), please list in a new category at the bottom of this section.